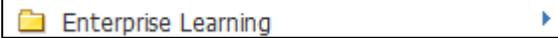
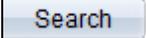
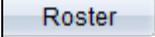


### Exercise 2: Administering Activity Rosters

Please note that results for this exercise may vary depending on the activity you select and the actions you perform for each learner.

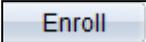
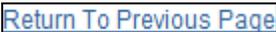
Please use the log in information (user ID and password) provided to you for this webinar. If you do not know your log in information, submit a question via the webinar and request that they be resent to you.

Step	Action
1.	After you log in to the SLMS training environment ( <a href="http://dev.nyslearn.ny.gov">http://dev.nyslearn.ny.gov</a> ), click the <b>Main Menu</b> button.
2.	Click the <b>Enterprise Learning</b> menu. 
3.	Click the <b>Learner Tasks</b> menu. 
4.	Click the <b>Administer Activity Rosters</b> menu. 
5.	Enter search criteria for the activity you want to find. If you want to see all activities available to you, click the <b>Search</b> button without entering any search criteria.
6.	Click the <b>Search</b> button. If SLMS prompts you with a message about time needed to perform your search, click the <b>OK</b> button.  For this exercise, you need to select an activity with more than one learner enrolled. Check the Enrolled column to see how many learners are enrolled in each activity. 
7.	Click the <b>Roster</b> button for the activity you want to view. 
8.	Click the <b>Grades and Attendance</b> link. 
9.	Click the checkbox next to the name for one or more of the learners. 
10.	Click the <b>Set Attendance to</b> drop-down list. This drop-down is found at the bottom of the list of learners.
11.	Click the <b>Completed</b> list item. 
12.	To continue, Click the <b>Go</b> button. 
13.	Click the <b>Pass</b> list item from the <b>Set Grade to</b> drop-down menu. 

## Exercise 2: Administering Activity Rosters



Step	Action
14.	Click the <b>Go</b> button. <input type="button" value="Go"/>
15.	Click the <b>Enrollment Status</b> link at the top of the list of learners. <a href="#">Enrollment Status</a>
16.	Click the column header for the column named <b>Waitlist Priority</b> . Sort the column from Z-A so that any waitlisted learners appear at the top of the list.  Skip to step 19 if the activity has no waitlisted learners.
17.	Using the Waitlist Priority boxes, change the order of the waitlisted learners.
18.	Click the <b>Save</b> link. <input type="button" value="Save"/>
19.	Scroll up to the top of the list of learners and click the <b>Activity Component</b> link. <a href="#">Activity Component</a>
20.	Click the <b>Details</b> button. <input type="button" value="Details"/>
21.	Click the <b>Select All</b> link at the bottom of the list of learners. <a href="#">Select All</a>
22.	Click the <b>Completed</b> list item from the <b>Set Attendance</b> to drop-down list. <input type="text" value="Completed"/>
23.	Click the <b>Go</b> button. <input type="button" value="Go"/>
24.	Click the <b>Return To Previous Page</b> link. <a href="#">Return To Previous Page</a>
25.	Click the <b>Activity Roster</b> link. <a href="#">Activity Roster</a>
26.	Click the <b>New Status</b> drop-down menu for one or more learners and select <b>Drop</b> . <input type="text" value="Drop"/>
27.	The <b>Drop Activity</b> confirmation will appear. Click the <b>Drop</b> button to continue. <input type="button" value="Drop"/>
28.	Click the <b>Return to Activity Roster</b> link. <a href="#">Return to Activity Roster</a>
29.	Scroll down to a learner who is on the waitlist. Click on the <b>New Status</b> drop-down list item.  Skip to step 32 if the activity has no waitlisted learners.
30.	Click the <b>Enroll</b> list item. <input type="text" value="Enroll"/>

Step	Action
31.	The <b>Enroll Activity</b> confirmation page will appear. Click the <b>Enroll</b> button to move the learner from the waitlist to the roster. 
32.	Click the <b>Return to Activity Roster</b> link. 
33.	Click the <b>Details</b> button for a learner.
34.	The <b>Learner Roster</b> page shows the completion details for the activity you are viewing. The page also shows the status for the component(s) the learner is currently enrolled in.
35.	Click the <b>Return To Previous Page</b> link. 
36.	<b>End of Procedure.</b>